

Permanent Transfers and Groundwater Registration Modifications: Standard application processing flow

Application submission and intake

- Applications must use updated forms and map requirements, in compliance with divisions 380 & 382
- 100% of application fees are required
- No public notice at this time

Initial Review (IR)

- If the application is accepted the Department will continue to the Initial Review (IR)
- IR is sent to applicant electronically

Applicant response to continue

- Applicant has 30 days to notify OWRD in writing that processing should continue and provide all remaining information needed to process the application
- If applicant does not request to continue application processing or does not provide all remaining information, the file is closed and no further work will be done
- If the applicant requests an extension within the 30-day time period following issuance of the IR, the applicant may be granted up to 60 additional days to provide any remaining information needed to process application.

Public notice and comment period

- If the Department receives all information necessary to continue processing the application IR placed on Public Notice and 30-day comment period begins

Proposed Final Order (PFO) and protest period

- PFO sent to applicant by certified mail
- PFO placed on Public Notice and 30-day protest period begins Permanent Transfers only or 45-day protest period begins for GR-Mods. Permanent Transfer PFO will include draft remaining certificates, if applicable.
- If the PFO is withdrawn a new PFO will be issued with new protest period
- If a protest is received the contested case process is initiated

PFO becomes final order (FO)

- If no protest is received and the PFO is not withdrawn, the PFO becomes a final order 33 days after the end of the protest period
 - 63 days after Permanent Transfer PFO Public Notice & 78 days after the GR-Mod PFO Public Notice PFO becomes an Automatic FO.
 - Draft remaining certificates will become final 33 days after protest deadline